

JOB TITLE:**GRADE: M-38****BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****GENERAL STATEMENT OF DUTIES:**

This is a senior, cabinet-level position that serves as chief Financial Officer of the Department of Administration. This position requires a high level of administrative and supervisory work including planning, directing and controlling the functions of all departments' budgets to see that they are in conformance with policy directives, rules and regulations, and the Administrative Codes. Develops plans and administers the activities of the Department of Administration, which involves responsibility for the Bureau of Human Resources, Bureau of Financial Management (which includes accounting, budget and analysis, and purchasing), Bureau of Information and Technology, and the Bureau of Operations and Revenue.

The Business Administrator provides professional and technical advice to the Office Heads/Department Directors and Bureau Chiefs and participates in those areas of work requiring his/her resource and knowledge. Policy direction is received from the Mayor and Chief of Staff; however, he/she exercises considerable independence and initiative in work performance and supervision of Department of Administration staff. Work is performed under the direct supervision of the Mayor and Chief of Staff. This is a management, FLSA-exempt position.

JOB LOCATION/EQUIPMENT:

The Reverend Doctor Martin Luther King, Jr. City Government Center, Suite 304A, 10 North 2nd Street, Harrisburg, PA. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires twenty-four hour daily availability, evening, weekend and occasional holiday duties. Work involves the use of various machines such as personal computer and printer, copy machine, fax machine, telephones and other technological devices as necessary or required.

ESSENTIAL FUNCTIONS:

Conducts the business affairs of the City of Harrisburg. Assists the Mayor and Chief of Staff in presenting the budgets to Harrisburg City Council, answering relative questions, and developing additional justifications as required. Works with Department and Office Directors to plan, organize, coordinate, evaluate and implement all programs and activities for the various City operations. Develops City-wide policies dealing with operational matters. Directs the implementation and enforcement of all policies, ordinances and regulations. Directs the preparation of and monitors the City's budget. Plans, organizes and directs the activities of the Bureau of Human Resources, Bureau of Financial Management, Bureau of Operations and Revenue, and Bureau of Information and Technology. Reviews personnel actions establishing new positions for essentiality and to assure that sufficient funds are available. Represents the Administration at City Council budget hearings. Serves on the City of Harrisburg Police

BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION**ESSENTIAL FUNCTIONS (CON'T):**

Pension Board and on other Boards and Commissions as directed by the Mayor. Reviews and approves personnel changes, budget transfers and override requests. Serves on City's team for contract negotiations. Directs the preparation of State and Federal reports, including tax reports. Handles all grievances on third step level. Approves all bid specifications and contracts. Reviews budget operations and fiscal processes and makes recommendations for improvements. Negotiates in investment of City funds. Signs all City contracts which require dispersal of funds. Provides statistical and operational reports as requested by various City Authorities. Advises and provides City Council members and committees with information and guidance in the development of City legislation related to the Department of Administration. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Serves on the Emergency Management Team and other boards and commissions as assigned. Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interpret, analyze and troubleshoot complex financial packages, including financial statements, tax credits and bonds.
- Ability to analyze complex problems and reach sound conclusions.
- Ability to organize, direct and control the work of subordinates engaged in major projects.
- Ability to conceptualize, develop and implement policies and procedures for improving and facilitating departmental programs.
- Ability to organize and coordinate the efforts of City departments with other governmental and private agencies to accomplish the City's goals and objectives.
- Ability to analyze a variety of administrative, operational, fiscal and social problems and effect resolutions.
- Ability to solve budgetary problems.
- Ability to develop operational procedures.
- Ability to express ideas effectively, both orally and in writing.
- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.

BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CON'T):**

- Comprehensive knowledge of the principles of program development, public budgeting and techniques used in the practices of public administration.
- Comprehensive knowledge of public budgetary procedures.
- Good knowledge of acceptable supervisory practices and techniques.
- Maintain professional demeanor in spite of confrontational atmosphere.
- Thorough knowledge of municipal government operations.
- Thorough knowledge of City programs, problems and resources available to solve problems.
- Thorough knowledge of the principles underlying the laws and regulations of the City.
- Thorough knowledge of supervisory methods and techniques.
- Thorough knowledge of private financing and municipal capital budgeting, programming and audits.
- Thorough knowledge of business underwriting.

QUALIFICATIONS:

Bachelor's Degree in Public or Business Administration, Finance or related field, plus three year's experience in municipal government; a Master's degree and experience working in local government preferred; four years experience in a supervisory capacity with progressive financial responsibilities is required; or any equivalent combination of experience and training which provides the knowledge, skills and abilities needed to perform the Essential Functions of the position. A Valid Pennsylvania driver's license, class C, or equivalent.